



VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

Announcement: 02-2016

March 18, 2016

Open to: All Interested Candidates

Position: Surveillance Detection Coordinator FSN-06; *FP-08

NOTE: ALL NON-CENTRAL AFRICAN REPUBLIC APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U. S. Embassy in Bangui is seeking an individual for the position of **SD Coordinator**. **The position is located in Bangui, Central African Republic.**

Opening Date: Friday, March 18, 2016 at 07:30
Closing Date: Thursday, March 31, 2016 at 17:00
Work Hours: 40 hours/week

BASIC FUNCTION OF POSITION

Manages and supervises the Surveillance Detection (SD) Program for the Regional Security Officer (RSO). Provides daily operational management of the SD unit program at Post. Supervises and coordinates the daily operational planning and deployment of 10 SD Unit Personnel, directly supervises 2 SD Supervisors. Serves as liaison with other agencies and offices at Post on SD matters. Schedules and coordinates mission planning and daily SD coverage as directed by the RSO. Ensures that SD reports are complete and accurate and entered into the Department's suspicious incident reporting database. Performs data entry and analysis of suspicious incident reports.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of high school required.
- 2. Experience:** Minimum two years of military, police, or private experience in the field of security required. At least one year of supervisory experience required.
- 3. Language:** Level 4 in French, Level 3 in English and Level 3 in Sango required.
- 4. Job Knowledge:** Must have good knowledge of facility security, security administration, surveillance operations. Knowledge of surveillance techniques, familiarity with local pedestrian and vehicular traffic patterns and habits, experience in the preparation of reports and schedules, awareness of cultural norms and customs required. Understanding of host country law enforcement and security capabilities required.
- 5. Skills/Abilities:** *Must possess a valid driver's license.* Must have good typing skills, Ability to manage the work of others in a team environment, prepare oral and written reports; operate communications equipment and cameras required. Program management and organizational skills required. Must be proficient in Microsoft suite.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Locally Employed Staff security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (DS-174) available online or at the Embassy; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Additional information on how to apply for a position is available at: <http://bangui.usembassy.gov/>

Submit Application to:

Management Officer

P.O. Box 924, U.S. Embassy Bangui, Central African Republic

Or via email at: BanguiJob@state.gov

(Please, indicate the title of the position on the "Subject:" line)

Point of Contact: HRA Assistant, Tel: 2161 0200 (Ext 3293)

CLOSING DATE FOR THIS POSITION: Thursday, March 31, 2016 at 17:00

The U.S. Mission in Bangui provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

1. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title

B. Position Grade

- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References